

2002 FCCA Conference

Educational Program

Your Conference Planning Committee is working hard to provide the best and most exciting educational program available. The following curriculum for the 2002 FCCA Conference have been confirmed as of Thursday, January 31, 2002. The Education Committee continues to contact and work with potential presenters to expand the topics and enhance the variety of training opportunities available.

Settlement Process in the U.S. Courts

Honorable Edward Leavy - Senior U.S. Circuit Judge for the Ninth Circuit Court of Appeals
Judge Leavy sits on the Foreign Intelligence Surveillance Act Court of Review and in that role, presided over the mediation in the now infamous USA v. Wen Ho Lee espionage case. He is currently presiding over mediation in the high profile Security and Exchanges Commission v. Capital Consultants cases pending in the our district. Judge Leavy is a dynamic speaker and will chronicle his experiences and highlight techniques he finds successful in the area of Alternate Dispute Resolution.

“Is it Legal Advice?”

Jim Buchanan - Federal Judicial Center

Ever found yourself in one of those sticky situations where an attorney or someone from the public is asking for answers which border on legal advice? This outstanding program presented by the FJC's own Jim Buchanan will give you pragmatic solutions and guides to making sure this basic tenant of a Deputy Clerk's responsibility is not violated.

Analysis v Assumption in the Workplace

Michael Berney - Federal Judicial Center

In a "team-building" setting, you will explore the dangers of stereotyping people. Recent events have shaken the bedrock of our fundamental beliefs as we grapple with our nation's diverse cultures and how to protect ourselves from further terrorist attacks. This session is designed to raise your awareness, dealing with this difficult topic in a non-threatening way and giving you practical tools to come to terms with your own fears.

The FISH ilosophy

Sheryl Loesch, Clerk - Middle District of Florida

Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude with them each day- an environment in which people are truly connected to their work, their colleagues, and to their customers. FISH is a tool to help you lead people toward creating that environment. This training is designed to give employees and supervisors the tools to put the ideas and concepts into their work and into their personal lives. Based on the book by Stephen C. Ludin, Ph.D., Harry Paul and John Christensen.

Ethics and the Code of Conduct

As all public servants come under closer scrutiny in the media, it is good to review of the Code of Conduct and Ethics in this increasingly demanding environment. This is a valuable session for all court employees and will spark discussion through scenario driven groups. Your input is an important part of your participation.

Court Outreach Programs

Jeff Apperson, Clerk, U.S. District Court - Western District of Kentucky

Marcus Zimmer, Clerk, U.S. District Court - Utah

The end of the Cold War has brought rapid and much welcomed change to the former Soviet Block States of Eastern Europe. These newly emerging democracies are struggling with how to govern themselves and preserve basic human rights which were missing from their lives for some many years. Under the auspices of the Central and Eastern European Institute, U.S. Aid for International Development and the U.S. State Department Democracy programs Jeff Apperson and Marc Zimmer have lead their courts in an outreach program to foster a mentoring relationship with a number of these countries. Both presenters have traveled to Croatia, Albania, Romania and many other countries and will discuss their experiences.

What Do You Stand For? Leadership in the Courts

Joe Haas, Clerk, U.S. District Court - South Dakota

There is a well know credo *If you don't stand for something, you'll fall for anything*. What do YOU stand for? This exciting and informative discussion about the cornerstone of basic leadership is led by the FCCA President, Joe Haas. His years of experience in the Judiciary have provided him with a unique insight into which styles of leadership work and which ones are less effective. Joe promises to capture your attention and imagination in an entertaining yet provocative way which will challenge your deepest conceptions of Leadership.

Federal Rules of Civil and Criminal Procedure

Mr. James R. Larsen, Clerk U.S. District Court - Eastern District of Washington

This informative session, led by Jim Larsen will discuss the most recent amendments to the Federal Rules of Civil and Criminal Procedure and how they impact deputy clerks daily tasks. This pragmatic dialogue will provide deputy clerks with tools they need to successfully interact with the many customers they server.

FAS4T

Phil McKinney, Chief, Office of Finance & Budget, Administrative Office of the Courts

Phil McKinney will update the progress of the AO's new financial system covering issues such as staffing challenges, integrating the application with existing financial software and establishing a closer working relationship with other court agencies. This will be a great introduction for courts soon to implement FAS4T and will provide an opportunity to network and find resources to tap during the transition. It will also be a tremendous opportunity for current users to share with each other and help sister courts prepare for transition.

“WeberPerfect” Forms Generation

Caroline Weber, U.S. District Court - Middle District of Florida

WeberPerfect is a forms generation program using nested macros to easily generate standard forms used in many clerk's offices. Caroline Weber, the creator, will demonstrate the system and discuss the myriad of applications in local court form creation and development. WeberPerfect will also be integrated with Release 2 of the CM/ECF software slated for 2003.

Adobe Acrobat - Working with PDF Documents

The Adobe Acrobat Portable Document Format (PDF) is quickly becoming the international standard for posting secure documents to the Web because documents can not be modified in their published state. The AO chose this format for the CM/ECF system to insure integrity of electronically filed documents. As CM/ECF implementation grows, court staff will find it critical to have a good working knowledge of PDF documents. This course will teach all aspects of Adobe Acrobat including copying text for use in word processing, converting text and scanned documents to PDF as well as how to maintain formatting during conversion.

Case Management - 2002

Mr. Steve Erlich, Chief Deputy Clerk, U.S. District Court - Colorado

Steve Erlich is a nationally recognized and gifted speaker who will share his years of experience working with a variety of case management systems. Steve will provide tremendous insight for Clerks and Deputy Clerks on emerging techniques in case management as well as some tried and true procedures that will be sure to complement your existing case management programs.

Coping with Stress/Traumatic Instances

Everyone knows stress is a fact of life, between work, home and other pressures on our time. There are also unfortunate traumatic incidents in our lives that compound the situation. These events assault our basic needs; erode our trust in others, and assail our sense of control. They will most often negatively impact our performance at work and our relationships at home. This presentation provides useful and informative information for dealing with life's speed bumps by identifying the stages and warning signs traumatic change. You will be armed with tools, techniques, and resources to help you gain equilibrium once again or to help a loved one, friend, colleague or employee to deal with these situations.

Rules of Practice in an Electronic Environment

Pat Brune, Clerk, U.S. District Court - Western District of Missouri

Bill Terry, U.S. District Court - Western District of Missouri

Camile S. Hickman, U.S. District Court - Oregon

The panel is made up of members of two Prototype courts who will discuss their approaches to crafting local rules to deal with the emerging Electronic Filing process. It should provide Clerks, court managers and others interested in this developing system with insight and viable ideas to deal with procedural issues associated with electronic filing and case management.

CM/ECF - A Deputy Clerk's Perspective Panel Discussion

This panel discussion will explore the new Case Management/Electronic Case Filing system from the front line Deputy Clerk perspective. A panel of users who tackle daily docketing, case management and report generation will provide a forum for dialogue and information sharing. The Deputy Clerks from the District of Oregon will host the discussion.

Alternate Dispute Resolution in the Federal District Court

Berry Mitchell, Office of Dispute Resolution, District of Rhode Island

Berry Mitchell is a recognized expert in the area of ADR and will provide his insight into the historical background of ADR in the Federal Courts; ADR methods and programs, and techniques for managing, monitoring and maintaining support for ADR programs in District Courts. This is sure to be a valuable resource for those Clerks and Deputy Clerks responsible for the Court's ADR program as well as informative for those interested in this area of Court Administration.

Employee Dispute Resolution

Holly Veland, Circuit Executive's Office, U.S. Court of Appeals for the 9th Circuit

This presentation will take you through the Model EDR Plan adopted by the Judicial Conference. Holly Veland will provide suggestions on how to write local plans as well as discuss the rights and remedies available to court staff. This is a *must see* event for HR professionals, Clerks, Chief Deputies or anyone interested in understanding the EDR process more fully.

Spanish Phrases for Court Staff

Cristina Castro, Certified Spanish Interpreter

As Spanish becomes more pervasive within the culture of the United States, Deputy Clerks often find themselves trying to help people with a limited grasp of English. Cristina Castro is a dedicated professional interpreter for the District of Oregon and will provide instruction on simple Spanish phrases that intake and courtroom deputy clerks can put to use right away to be better able to communicate with family and associates of Spanish speaking litigants, defendants and visitors to the court.

No hablo espanol, pero intentare ayudarle a econtrar lo que necesite!
(You don't have to be able to speak Spanish to come!)

Courtroom Technology

Dave Jorgensen, U.S. District Court - Oregon

Houston Bolles, U.S. District Court - Oregon

"The rapid adoption of courtroom technology is changing the nature of both litigation and adjudication. We are potentially on the road to a virtual courtroom, an adjudication in which none of the participants need be in the same place and which could result in the demise of the courtroom as we know it" (*The Road to the Virtual Courtroom?* by Fredric I. Lederer, Professor of Law, William and Mary School of Law). The District of Oregon staff will showcase courtroom technology available to litigants in the Mark O. Hatfield Courthouse. The District of Oregon is now fielding the "second generation" of courtroom technology. Dave Jorgensen and Houston Bolles will discuss design of the system, funding and fielding of the final product. This

will be a "hands-on" interactive seminar to allow Clerks, Court Managers and Deputy Clerks to see first hand how to quickly improve the litigation process.

Courthouse Construction

Libby Barber, Staff Architect U.S. District Court - Oregon

Libby Barber is the staff architect for the new Eugene, Oregon courthouse. She was also the design architect with Boora Architects, who designed and built the Mark O. Hatfield Courthouse in the 1990's. Libby will provide an overview of GSA's Design Excellence program and the process of courthouse design and construction. She will also highlight how court management staff can influence the design and construction process. Libby's presentation will include recent examples of successful courthouse design and construction.

"Own Your Share of America"

Doug K. Van, Allen, President Portland Chapter of National Association of Investment Clubs

The National Association of Investment Clubs (NAIC) is a non-profit association dedicated to investment education. NAIC is the leading association for investment education and of the investment club movement in the United States. NAIC serves over 35,000 investment clubs, reaching 600,000 individual investors nationwide. Since 1951, the mission of NAIC has been to provide a program of sound investment information, education and support that helps create successful, lifetime investors. "Own your Share of America" is NAIC's best known program for beginning investors.

Getting Organized - Fast!

Carol Cooper-Skopil, U.S. District Court - Oregon

Is your desk and office a disaster area? Are you the only one able to find things in your unique "filing system?" Carol Cooper-Skopil will teach you exciting and innovative ways to organize your desk, schedule and workload and become more productive than ever. Getting Organized is a three step crash course for busy professionals. First you will take a self-evaluation to assess the impact clutter is having in your life. Then, Carol will teach you practical solutions to conquering clutter once and for all.

CM/ECF - Electronic Filing Demonstration

District of Oregon staff will demonstrate electronic filing of court generated documents; opinions, minute entries, scheduling orders, and findings. This is a companion course for the CM/ECF - A Deputy Clerk's Perspective. You will see first hand what all the excitement is about, understand how the system functions and how it will impact day-to-day operations in your court. This is an outstanding opportunity for the staff from CM/ECF Wave Courts to see the software in action which will help them to start formulating strategies for implementation.

ABC's of Internet Use

Stephen J.L. Sibelman, Director of Information Technology

Steve Sibelman is a former practicing attorney and is now the District of Oregon's Director of Information Technology. He has worked extensively with networking and how to integrate the World Wide Web into daily activities of court staff. He will provide a humorous yet informative

discussions on how to effectively navigate the Internet, including the DCN. He will also provide pearls of wisdom on responsible internet and e-mail usage. This is a great session for those "technologically challenged" folks but is great for everyone in the Court.

Courthouse Tours

Donald M. Cinnamond, Clerk, U.S. District Court - Oregon

Danny W. Armstrong, U.S. District Court - Oregon

The Mark O. Hatfield U.S. Courthouse is the recipient of the 1994 GSA National Honor Award for Design Excellence and has become a nationally recognized model for courthouse buildings. Come join the Clerk of Court, Don Cinnamond as he hosts an extensive tour of the public and Clerk's Office spaces as well as courtrooms and chambers. It is a delightful time that exhibits the best in courthouse design.